

Welcome to the Fiscal Year 2015 DeIDOT GAAP Reporting Package Training



www.OfficeArtPrints.com · 776



Introduction

- » Name
- » What are your expectations from Today's Training?

Training Objectives

- » Provide participants with the necessary practical skills and knowledge to complete their GAAP reporting packages accurately and timely.
- » Resources:
 - > GAAP Manual
 - > UPK Online Course



**Division of Accounting
Financial Accounting and Reporting Team**

Name	Title	Email Address	Phone #
Dawn Haw-Young	Assistant Director of Financial Reporting	Dawn.Haw-Young@state.de.us	672-5516
Jane L. Cole	Manager of Financial Reporting	Jane.Cole@state.de.us	672-5509
Robert C. Johnson	State Accountant V	Robert.Cjohnson@state.de.us	672-5511
Karen Smalls	State Accountant V	Karen.Smalls@state.de.us	672-5505
Christine Talley	State Accountant IV	Christine.Talley@state.de.us	672-5504
Christine Cosgrove	State Accountant IV	Christine.Cosgrove@state.de.us	672-5519
Jennifer Thornton	State Accountant III	Jennifer.Thornton@state.de.us	672-5541

What is GAAP?

- ▶ Generally Accepted Accounting Principles
- Hierarchy of GAAP – governs what constitutes GAAP for all state and local government entities. It lists the order of priority of pronouncements that a governmental entity should look to for accounting and financial reporting guidelines.
 - A. Officially established accounting principles – Government Accounting Standards Board (GASB) for state and local governments Statements and Interpretations are periodically incorporated in the Codification of Government Accounting and Financial Reporting Standards.
 - B. GASB Technical Bulletins – if specifically made applicable to state and local government entities by the AICPA and cleared by GASB, AICPA Industry Audit and Accounting Guides, and AICPA Statements of Position.
 - C. AICPA Practice Bulletins – if specifically made applicable to state and local governmental entities and cleared by GASB and the consensus positions of a group of accountants organized by GASB on accounting issues applicable to the state and local governments.
 - D. Implementation Guides (Q&As) published by GASB staff as well as practices that are widely recognized and prevalent in state and local government.

Overview (Continued)

- Other accounting literature:
 - GASB Concept Statements
 - Financial Accounting Standards Board (FASB); Statements, Interpretations, and Concepts Statements;
 - Federal Accounting Standards Board Statements, Interpretations, Technical Bulletins, and Concept Statements.

GASB Updates

- » Issued GASBS with a significant impact for DelDOT reporting
- GASB 68, Accounting & Financial Reporting for Pensions (effective FY2015) - establishes standards for measuring & recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expense/expenditures
- GASB 72, Fair Value Measurement & Applications (effective FY2016) – provides guidance for determining a fair value measurement for fair value reporting and disclosures related to fair value measurements



GASB Updates(Continued)

» Exposure Drafts

- Accounting & Reporting for Postemployment Benefits Other Than Pensions (OPEB) – establish standards for measuring & recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures
- Tax Abatement Disclosures – establish requirements for disclosing information about tax abatements in the notes to the financial statements



GASB Updates(Continued)

» Preliminary Views

- Leases – require recognition of an intangible lease asset and liability for all leases other than short term leases
- Financial Reporting – pertains to the reporting of fiduciary funds and will require additional reporting for current agency funds



Overview – The GAAP Package

- » GAAP requires that the State's financial statements reflect all accounts and activity under the State's control at fiscal year-end.
- » The GAAP reporting packages only record assets and liabilities, receipts and disbursements from outside of FSF.

GAAP Reporting Packages

- » Using the GAAP reporting package is an effective method to gather the following financial information:
 - + Cash and Investment balances
 - + Outstanding Receivables
 - + Accounts Payables
 - + Supplies and Materials Inventory
 - + Lease Commitments
 - + Compensated Absences
 - + Construction Work-in-Progress (CWIP)
 - + Computer Software-in-Process (CSIP)

GAAP Reporting Packages

» Submission and Deadlines Date:

- > GMEN opens on July 13, 2015 for Data Entry.

» Deadlines for submission:

> July 20, 2015 - Section H – Projects

- + Form H-3A - Construction Work in Progress
- + Form H-3B – Computer Software in Process

> August 7, 2015

- + Form G-3,4 &5 – Compensated Absences (Excel Worksheets) or other comparable forms and all supporting documentation.

> August 14, 2015

- + GMEN Closed for Data Entry
- + GAAP Checklist
- + Organization Letter of Representation

- + Organizations are encouraged to enter their GAAP reporting package information into GMEN *before* the deadline

Overview – The GAAP Process

» What role(s) do the following play in the GAAP process?

>DOA

>DELDOT



Overview – The GAAP Process (Continued)

Organization Responsibility

- » To provide information that is accurate, complete, and timely.
- » Maintain all your work papers for review by:
 - > DOA
 - > External audit review

Overview - The GAAP Process (Continued)

DOA Responsibility

- Provide technical assistance and training for completion of GAAP reporting information
- Review and analyze data
- Compile data for reporting purposes

Overview – Basis of Accounting

- » The DelDOT prepares its Financial Statements using:
 - > Full Accrual method of Accounting



Overview – Basis of Accounting (Continued)

Full Accrual

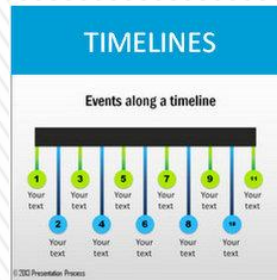
- » Revenues are recognized when they are earned, regardless of when cash is received.
- » Expenditures are recognized when they are owed, regardless of when paid.

Basic Financial Statements for State and Local Governments

- » DelDOT's Financial Statements are incorporated into the State's CAFR in the "Proprietary" section.



Importance of Timeliness in Financial Reporting



- » Timeliness is essential because:
 - + The Government Finance Officers Association expects to receive Comprehensive Audited Financial Report within 6 months after June 30 for The Certificate of Achievement for Excellence in Financial Reporting Program.
 - > The three bond rating agencies expect to receive Comprehensive Audited Financial Report within 6 months after the end of the fiscal year.
 - + Standard and Poor's Rating Services
 - + Moody's Investor Service
 - + Fitch Ratings

The Anatomy of the GAAP Reporting Package Manual



General Instructions

Format

- » Purpose and objective
- » Accounting principles and policies
- » Instructions

General Instructions (Continued)

General

- » Read the instructions for each section.
- » Only financial data that is outside of FSF for the current fiscal year as of June 30 should be reported.

General Instructions (Continued)

- » Complete the sections that apply to your organization; however, ALL forms must still be completed.
- » If the section is not applicable, mark as N/A.
- » Prepare the details prior to data entry into GMEN.
- » All applicable forms are required to be data entered in GMEN.
 - + The summary forms for each section will be generated from the data entered on the detail pages.
 - + If a section or form is not applicable, it must be checked N/A on the form and in GMEN.

General Instructions (Continued)

- » Forms A-12A and A-12B must be completed by all agencies.
 - > Form A-12A for funds 100 through 845
 - > Form A-12B for Agency funds 855 through 890
- » Summary of Financial Data forms summarize all of the information from the section summaries by fund.
 - > These forms do not require data entry into GMEN; however, they still need to be reviewed to compare the totals and verify the accuracy of all data entered.
- » Review the Fund Definitions section for proper classifications of funds.

General Instructions (Continued)

- > Agency Funds (Funds 855 through 890) have special requirements:
 - + These funds are purely custodial; assets must equal liabilities, therefore no fund balance exists.
 - + The total of the book balances for Cash and Investments plus Receivables plus Accounts Receivable must equal Accounts payable.

General Instructions (Continued)

- » Ensure that the identification block is completed on each form.
 - Should contain the name of the person preparing the form, not the name of the person doing the data entry.
- » Have someone proof your work. The reviewer should verify that the information has been prepared properly.
- » Working papers should be neat, legible, complete, accurate, and logically organized.
- » Your working papers should clearly support the conclusion(s) you reached and the amounts you entered in GMEN.

Funds in Use

- > Cash and investments – No fund, outside checking accounts (Red Light, Right of Way Escrow, PNC petty cash)
- > Accounts receivables – *101 (DMV, damage claims)*, 102 (NSF and 3rd party), 302 (Federal reimbursements)
- > Accounts payable – Wages payable (101,301) and 101 DMV (Hauling permits)
- > Inventory – Funds 101 and 301
- > Lease Costs - 101
- > Compensated Absences – 101 and 301
- > Agency Fund - 890 for Escrow.

General Survey Questionnaire

- » Purpose is to assist with identifying the sections each organization must complete.
- » Should reduce the time needed to complete the GAAP reporting process.
- » Form is not required to be submitted to DOA.
Maintain for your files.



Section A

Cash and Investments



Cash and Cash Equivalents

- » Report all cash held outside of FSF
 - > Monies on hand
 - > Funds on deposit with financial institutions (i.e. checking and saving accounts)
 - + Money market should be reported as cash, not an investment
 - + CD with a maturity date of:
 - < 90 days = cash
 - > 90 days = investment

Cash and Cash Equivalents (Continued)

- » Difference between book balance vs. bank balance
 - > Book balance = balance on your accounting records
 - + Reported on Form A-3
 - > Bank balance = balance shown on your bank statements
 - + Reported on Forms A-3B

A-3 Cash and Cash Equivalent Data (Continued) Completing Form

- » Review all bank accounts held outside of FSF to determine the appropriate fund category.
- » Obtain the bank statements and prepare bank reconciliations as of June 30 for all accounts.
- » Record the following:
 - > Fund,
 - > Name of the account,
 - > Name of the bank, purpose of each account,
 - > Reconciled book balance for each account as of June 30 on Form A-3.

Forms A-3 Cash – Book Balances

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Cash & Investments > Cash & Cash Equivalents

 New Window

CCE Book (A-3)

CCE Bank (A-3B)

CCE Sum (A-4/4B)

Agency: Accounting

Department:

Fiscal Year: 2015

Created By: Johnson,Robert Clifton

☐ N/A

☒ Completed

Primary Contact:

Phone Number:

Customize | Find |  First 1 of 1 Last

<u>GAAP Fund #</u>	<u>Account Name</u>	<u>Bank Name</u>	<u>Account #</u>	<u>Purpose of Account</u>	<u>Reconciled Book Balance at 6/30 CY</u>
890	Test	TEST	123456789	TEST	450000

Totals	450000
---------------	--------

Save

Save and Summarize

Cancel

CCE Book (A-3) | [CCE Bank \(A-3B\)](#) | [CCE Sum \(A-4/4B\)](#)

Completing Form A-3B Entering Bank Balance(s) (Continued)

» Record the following:

- > Fund,
- > Name of the bank,
- > Account number
- > Federal Employer Identification Number (EI#) used to open the accounts,
- > Indicate whether the accounts were opened through the State Treasurer's Office
- > Bank balance at 6/30 CY

Form A-3B Cash – Bank Balances

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Cash & Investments > Cash & Cash Equivalents

 New Window

CCE Book (A-3)

CCE Bank (A-3B)

CCE Sum (A-4/4B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ N/A

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Customize | Find |  First 1 of 1 Last

GAAP Fund #	Bank Name	Account Number	Account Federal El#	Opened through the Office of the State Treasurer	Bank Balance at 6/30 CY	Total of All Cash
890	TEST	123456789	516000279	<input checked="" type="checkbox"/>	460000	0

Totals

460000

Save

Save and Summarize

Cancel

[CCE Book \(A-3\)](#) | [CCE Bank \(A-3B\)](#) | [CCE Sum \(A-4/4B\)](#)

Cash and Cash Equivalents (Continued)

- » Forms A-4/A-4B
 - > Summarizes the information from Forms A-3 and A-3B by fund.
- » The prior year Reconciled Book Balance and Bank Balance from your files (verify the amounts in GMEN)
- » If the cash and cash equivalents between the prior year and current year differs by 10%, briefly explain the reason for the variance in the comments section.

Summary Forms A-4/4B

[Favorites](#) |
 [Main Menu](#) >
 [DE Application Components](#) >
 [Delaware Components](#) >
 [GAAP Package](#) >
 [Cash & Investments](#) >
 [Cash & Cash Equivalents](#)

[CCE Book \(A-3\)](#) |
 [CCE Bank \(A-3B\)](#) |
 [CCE Sum \(A-4/4B\)](#)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

BOOK | Find | First 1 of 1 Last

GAAP Fund	Reconciled Book Balance at 6/30 CY	Reconciled Book Balance at 6/30 PY	Reconciled Book Balance Difference	Reconciled Book Balance Difference - %	Interest Income Receivable Difference	Interest Income Receivable Difference - %
890	450000	0	450000	999999999999999999	0	999999999999999999

Totals 450000 0

Explanation - Book

Per test

BANK | Find | First 1 of 1 Last

GAAP Fund	Bank Balance at 6/30 CY	Bank Balance at 6/30 PY	Difference \$	Difference %
890	460000	0	460000	999999999999999999

Totals 460000 0

Explanation - Bank

per test

[Complete](#)

[CCE Book \(A-3\)](#) |
 [CCE Bank \(A-3B\)](#) |
 [CCE Sum \(A-4/4B\)](#)

Investments Form A-5 (Continued)

- » Must be data entered into GMEN
- » Verify the investment accounts reported are accurate and complete.
- » Record the following per investment
 - > Fund,
 - > Account Name,
 - > Bank Name,
 - > Account Number,
 - > Federal Employer Identification Number,
 - > Purpose of Account,
 - > Investment type,
 - > Market Value, and
 - > Reconciled Carrying Value.

Investments Form A-5 (Continued)

» Types of Investments:

- > Certificates of Deposits (greater than 90 days maturity date)
- > Commercial Paper
- > Corporate Obligations
- > U.S. Governmental Obligations
- > Municipal Obligations
- > Money Market
- > Other Pooled Investments
- > Other Obligations

Investments – Form A-5

[Favorites](#) |
 [Main Menu](#) >
 [DE Application Components](#) >
 [Delaware Components](#) >
 [GAAP Package](#) >
 [Cash & Investments](#) >
 [Investments](#)

Investments (A-5)

Inv Sum (A-6)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Customize Find First 1 of 1 Last									
Fund Code	Account Name	Bank Name	Account Number	Exporter's EIN Number	Purpose of Account	Investment Type	Market Value at 6/30 CY	Reconciled Carrying Value at 6/30 CY	
1 890	Test	TEST	123456789	516000279	TEST	Commercial Paper	50000	50000	

Totals	50000	50000
---------------	-------	-------

Save

Save and Summarize

Cancel

[Investments \(A-5\)](#) |
 [Inv Sum \(A-6\)](#)

Investments (Continued)

» Form A-6:

- > Summarizes the information from Forms A-5 by GAAP fund.
- > The prior year Market Value and Reconciled Carrying Value from your files (verify the amounts in GMEN).
- > If the investments between the prior year and current year differs by 10%, briefly explain the reason for the variance in the comments section.

Investments Form A-6

Agency: Accounting
Department: 250501
Fiscal Year: 2015

Created By: Johnson,Robert Clifton
☒ Component Completed

Primary Contact:
Phone Number:

Customize
Find
First

GAAP Fund	Market Value at 6/30 CY	Market Value at 6/30 PY	Market Value Difference \$	Market Value Difference %	Interest Income Receivable at 6/30 CY	Interest Income Receivable at 6/30 PY	Interest Income Difference \$	Interest Income Difference %	Reconciled Carrying Value at 6/30 CY	Reconciled Carrying Value at 6/30 PY	Reconciled Carrying Value Difference \$	Reconciled
1 890	50000		50000	999999999999999999				999999999999999999	50000		50000	999999999
Totals	50000				0				50000			

Explanation

Complete

Cancel

Section B

Accounts Receivable



Accounts Receivables

» What are Accounts Receivables?

> Amounts (billed or unbilled) due for goods or services provided on or before June 30, and funds not received until after June 30.

Accounts Receivables (Continued)

- » An Organization is to report all accounts receivable at June 30 for receivables outside of FSF other than receivables with other State Organizations.



Accounts Receivables (Continued)

- » Submit to DOA your organization's policies and procedures for the collection of accounts receivable by 8/15/15.
- » Policies and procedures should:
 - > Determine accounts receivable that are not expected to be collected and recorded under the account - allowance for doubtful accounts.

Accounts Receivables (Continued)

- » Review cash receipts (CR) and intergovernmental voucher (IV) documents for the month of July/August of the next fiscal year to determine if any pertain to goods or services provided prior to June 30 of the current fiscal year and should be accounts receivable at June 30, 2015.
- » Review all billings from July/August of the next fiscal year and determine if any billings pertain to goods and services provided prior to June 30 and should be accounts receivable at June 30, 2015.
- » Form B-3A/4C is used to report accounts receivable.

Accounts Receivable (Continued)

» Calculate the allowance for doubtful accounts:

- Gather historical data on revenue collectability and use this data to estimate current year collectability.
- Evaluate the reasonableness of the projection as it relates to current year collections to determine if applicable.
- Evaluate the collectability of individual receivable.
- Estimate the amount that is considered to be uncollectible based on the above procedures which is your Allowance for Doubtful Account
 - Within 60 days – amount determined as net receivables for which you expect to receive payment within 60 days after June 30 (by August 31) are considered available for modified accrual reporting purposes.
 - 61-365 Days – amount determined as net receivables for which you expect to receive payment after 60 days but prior to the end of the next fiscal year are considered not available for modified accrual reporting purposes.
 - After 365 days – amount determine as net receivables for which you expect to receive payment beyond one year are considered not available for modified accrual reporting purposes.

» DOA may request policies and procedures for determination of allowance and write-off of accounts.

» The total of the above 3 categories must equal the total net receivables (gross receivables minus the allowance for doubtful accounts).

Accounts Receivable Form B-3A/4C

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Accounts Receivable

 New Window

AR (B-3A/4C)

AR Sum (B-4A/4B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015


☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Customize Find  First 1 of 1 Last							
Fund Code	Brief Description of Receivables	Total Gross Receivables at 6/30 CY	Less Allowance for Doubtful Accounts at 6/30 CY	Total Net Receivables at 6/30 CY	Expected to be Collected Within 60 Days	Expected to be Collected Within 61-365 Days	Expected to be Collected After 365 Days
225	Test	1000000	250000	750000	450000	250000	50000

Totals

1000000

250000

750000

450000

250000

50000

Save

Save and Summarize

Cancel



Notify



Add



Update/Display

AR (B-3A/4C) | [AR Sum \(B-4A/4B\)](#)

All Accounts Receivable (Continued)

- » Prior year amounts are also reported on Forms B-4A/4B.
- » These forms are automatically summarized onto forms B-4A/4B.
 - > This form is automatically generated in GMEN; however, they should still be marked completed.

Accounts Receivable (Continued)

- + Verify your organization's prior year GAAP reporting information for accuracy.
- ▶ If the receivables between the prior year and current year differs by 10% and briefly explain the reason for the variance in the comments section.



Accounts Receivable Form B-4A/4b

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Accounts Receivable

New Window Help Customize Page

AR (B-3A/4C) AR Sum (B-4A/4B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

Customize Find First 1 of 1 Last										
Fund Code	Net Expected to be Collected Within 60 days	Net Expected to be Collected Within 60 Days PY	Net Expected to be Collected Within 61-365 days	Net Expected to be Collected Within 61-365 Days PY	To be Collected after 365 days	Net Expected to be Collected After 365 Days PY	Total Net Receivables at 6/30 CY	Total Net Receivables at 6/30 PY	Variance \$	Variance %
225	450000		250000		50000		750000		750000	999999999999999999

Totals	450000		250000		50000		750000			
---------------	--------	--	--------	--	-------	--	--------	--	--	--

Explanation

Per test Data

Complete

Cancel

Notify

Add

AR (B-3A/4C) | AR Sum (B-4A/4B)

Section C

Accounts Payable



Accounts Payable

- » What are accounts payable?
- The only payables that should be reported are those that will not be processed through FSF or if payment for the goods or services is not expected to be made within 60 days of year-end (by August 31).
- » Includes:
 - All applicable PO and PV documents for vendor payables for goods or services received prior to June 30.
 - All contracts or documents that include retainage which has not been paid at June 30.
 - Amount owed to employees for other salaries – overtime or termination pay only earned on or before June 30 and not scheduled to be paid in the Jul 10 and 24, 2015 paychecks.



Accounts Payable (Continued)

- » Report amounts due:
 - > To vendors/payee on Form C-3A
 - > For other salaries payables on Form C-3B
 - > Data must entered into each form in GMEN
- » Form C-4A/4B:
 - > Summarizes the information from Forms C-3A and C-3B by fund
- » After completion of the data on forms C-3A & C-3B, review, save and ensure the totals are correct.
- » Prior year amounts are reported on Form C-4A/C-4B.
 - This form is automatically generated in GMEN; however, it should be marked completed

➤ If the prior year amount differs from the current year by 10%, briefly explain the reason for the variance in the comments section.

Accounts Payable Form C-3A

[Favorites](#) | [Main Menu](#) > [DE Application Components](#) > [Delaware Components](#) > [GAAP Package](#) > [Accounts Payable](#)

[AP Due VNDR \(C-3A\)](#)

[AP OTH PAY \(C-3B\)](#)

[AP SUM \(C-4A/4B\)](#)

Agency: Accounting

Department: 250501

Fiscal Year: 2015


☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Find  First 1-3 of 3 Last						
Fund Code	Date	Vendor/Payor	Document #	Against Direct Claim	Against Purchase Order	Total Payables Due to Vendors/Payors
100	06/30/2015	Test	123	50000		50000
225	06/30/2015	Test 2	456		65000	65000
890	06/30/2015	Test 3	789	45000		45000

Totals

95000


65000


160000


[Save](#)

[Save and Summarize](#)

[Cancel](#)

 [Notify](#)

 [Add](#)

 [Update/Display](#)

[AP Due VNDR \(C-3A\)](#) | [AP OTH PAY \(C-3B\)](#) | [AP SUM \(C-4A/4B\)](#)

Accounts Payable Form C-3B

[Favorites](#) | [Main Menu](#) > [DE Application Components](#) > [Delaware Components](#) > [GAAP Package](#) > [Accounts Payable](#)

 [New Window](#)

[AP Due VNDR \(C-3A\)](#)

[AP OTH PAY \(C-3B\)](#)

[AP SUM \(C-4A/4B\)](#)

Agency: Accounting

Department: 250501

Fiscal Year: 2015


☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Find |  First | 1-3 of 3 | Last

<u>Fund Code</u>	<u>Date</u>	<u>Employee Name or Department</u>	<u>Overtime Earned</u>	<u>Termination Pay Earned</u>	<u>Other</u>	<u>Total Other Payables for Salaries</u>
100	06/30/2015	Robert	12000			12000
225	06/30/2015	Robert 2		1000		1000
890	06/30/2015	Robert 3			15000	15000

Totals

12000

1000


15000


28000


[Save](#)

[Save and Summarize](#)

[Cancel](#)

 [Notify](#)

 [Add](#)

 [Update/Display](#)

[AP Due VNDR \(C-3A\)](#) | [AP OTH PAY \(C-3B\)](#) | [AP SUM \(C-4A/4B\)](#)

Accounts Payable Summary Form C-A/4B

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Accounts Payable

New Window Help Cu

AP Due VNDR (C-3A) AP OTH PAY (C-3B) **AP SUM (C-4A/4B)**

Agency: Office Of The Secretary

Department: 250101

Fiscal Year: 2015

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

NOTE: SCROLL TO BOTTOM OF PAGE TO CLICK ON COMPLETE BUTTON.

Due to Vendors/Payers Find First 1 of 1 Last									
Fund Code	Against Direct Claim CY	Against Direct Claim PY	Variance \$	Variance %	Against Purchase Order (PO) CY	Against Purchase Order PY	Variance \$	Variance %	
890	7548	0	7548	999999999999999999	6000	0	6000	999999999999999999	
Totals	7548	0			6000	0			

Explanation - Due Vendors

PER PRACTICE DATA

Other Payables for Salaries Find First 1-2 of 2 Last											
Fund Code	Overtime Earned CY	Overtime Earned PY	Variance \$	Variance %	Termination Pay Earned CY	Termination Pay Earned PY	Variance \$	Variance %	Other CY	Other PY	Variance \$
100	46037	0	46037	999999999999999999				999999999999999999			
225	0	0	0	999999999999999999	5982		5982	999999999999999999	351210		351210
Totals	46037	0			5982	0			351210		0

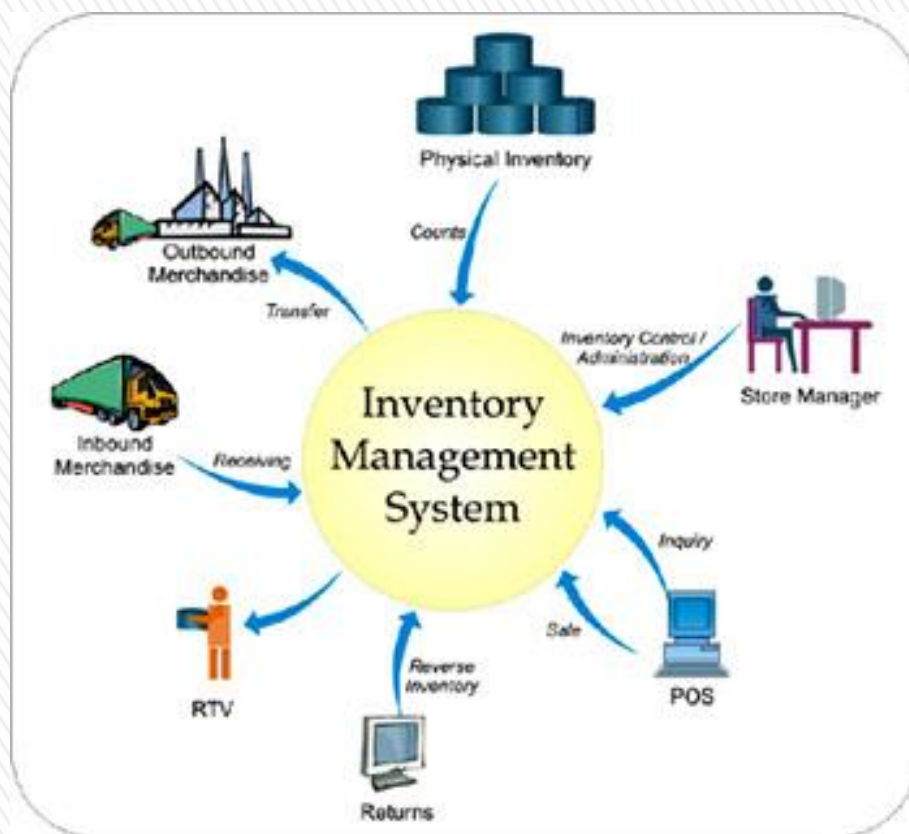
Explanation - Other Payables

PER PRACTICE DATA

AP Totals By GAAP Fund Find First 1-3 of 3 Last		
GAAP Fund	Total Accounts Payable at 6/30 CY	Total Accounts Payable at 6/30 PY
100	46037	
225	357192	
890	13548	

Section D

Supplies & Materials Inventory



Supplies & Materials Inventory

- Supplies and materials are consumable items used in departmental operations. Examples include; office supplies, medical supplies, repair materials, ammunition, uniforms, etc.
- Each organization should use systematic procedures for taking count of inventory on hand at the end of the fiscal year to ensure that it counts all applicable items and these items are identified during the count in a manner that prevents duplicate counting of items.
- Document the date of the physical inventory on Form D-3.

Supplies & Materials Inventory (Continued)

- The value of the inventories counted at the end of the fiscal year should be computed using the First-In, First-Out (FIFO).
- *First-In, First-Out (FIFO) – is the method of inventory in which items are deemed to be used in the order in which they are purchased. Therefore, items on hand represent the most recent purchases.*
- Inventory is ordinarily maintained in a central storage area (location) where it can be physically safeguarded, and where it can be counted efficiently. A physical inventory count must be performed on or as close to June 30 as possible.

Supplies & Materials Inventory (Continued)

- » Highway/Grounds Materials **must be** inventoried and reported regardless of total value.
- » Summarize and enter data into GMEN from Form D-3.

Materials & Supplies Form D-3

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Supplies & Materials Inventory

Sup & Mat (D-3)

Sup & Mat (D-4)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Completed

Primary Contact:

Phone Number:

Date Physical Inventory Was Complete

Find | First 1 of 1 Last

<u>Fund Code</u>	<u>GAAP Category</u>	<u>Description</u>	<u>Value</u>	<u>Exempt from GAAP Threshold</u>
100	Safety Equipment		1200000	<input type="checkbox"/>

Totals

1200000

Save

Save and Summarize

Cancel

Sup & Mat (D-3) | [Sup & Mat \(D-4\)](#)

Supplies & Materials Inventory (Continued)

» Form D-4:

- > Summarizes the information from Form D-3, by fund.
- > If the prior year amount differs from the current year by 10%, briefly explain the reason for the variance in the comments section on Form D-4.

Materials & Supplies Form D-4

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Supplies & Materials Inventory

Sup & Mat (D-3)

Sup & Mat (D-4)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

Customize Find First 1 of 1 Last				
GAAP Fund	Inventory at 6/30 CY	Inventory at 6/30 PY	Variance \$	Variance %
100	1200000		1200000	99999999999999999999

Totals 1200000

Explanation

Per test data

Complete

Cancel

[Sup & Mat \(D-3\)](#) | [Sup & Mat \(D-4\)](#)

Section F

Lease Commitments



Lease Commitments

- » What is a lease?
 - > Legal contract by which one party gives to another the use and possession of real or personal property for a specified time in exchange for periodic payments.
- » Report lease total annual lease costs for each lease is at June 30. A lease with a partial year expense, which begins or ends in the current fiscal year must be reported.

Lease Commitments (Continued)

- » Review each lease and rental agreement to determine if it should be reported based on annual lease payment threshold.
- » Prepare lease expense schedules for each lease that exceeds the threshold with the following detail:
 - > Lease expense incurred in the current fiscal year.
 - > Lease expense to be incurred in each of the next five years by amount per fiscal year.
 - > Lease expense to be incurred for each fiscal year beyond fiscal year five (fiscal year six to end of lease) and aggregate in 5 year increments.

Lease Commitments (Continued)

- » Form F-2/F-3 is used to report each property and equipment lease individually.



Lease Form F-2/3

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Lease Commitments

Primary Contact:

Phone Number:

Lease Find | View All First 2 of 2 Last

Lease ID Number LEASE 2 **Lessor Name** Ford Motor Gropu

Description of Leased Item Equipment

Beginning Date of Lease 07/01/2014 **Ending Date of Lease** 06/30/2022

☐ **Lease Split Funded?** ☐ **Lease/Purchase Agreement?** **Property or Equipment?** Equipment

Scroll Area Find | View All First 1 of 1 Last

Fund Code	100
Minimum Lease Expense CY	15000
Future Lease Expenses CY+1	15000
Future Lease Expenses CY+2	15000
Future Lease Expenses CY+3	15000
Future Lease Expenses CY+4	15000
Future Lease Expenses CY+5	15000
Future Lease Expenses CY+6-10	30000
Future Lease Expenses CY+11-15	
Future Lease Expenses CY+16-20	
Future Lease Expenses CY+21-25	
Future Lease Expenses CY+26-30	
Remaining Future Lease Expense	
Total of All Future Lease Expenses	105000

Comments

Save

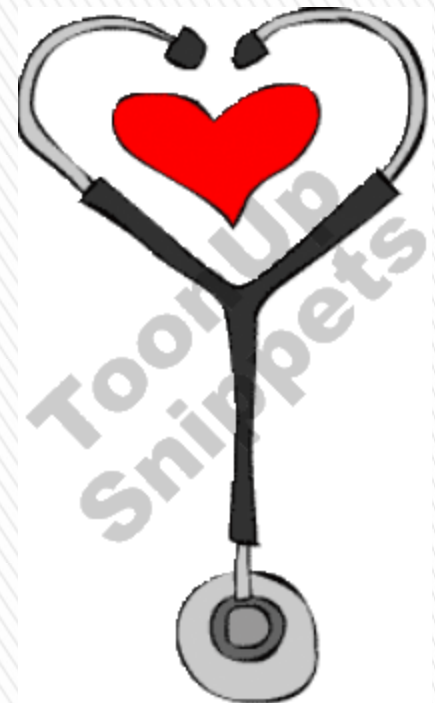
Save and Summarize

Cancel

Add

Section G

Compensated Absences



Compensated Absences

- » What are compensated absences?
 - > Employee time off with pay, such as annual leave, sick leave, and holidays, for which an employer is obligated to pay the employee, since the benefits are part of the employees' compensation.
 - > It does not encompass severance or termination pay, post retirement benefits or other long-term fringe benefits.

Compensated Absences (Continued)

- » Review employee personnel records, timesheets and contracts to determine compensated absences to be reported and determine the appropriate GAAP fund (work papers should show methods for allocating or assigning employees to funds).
- » The compensated absence liability for an employee is based on the daily or hourly pay rate that is in effect at June 30.

Compensated Absences (Continued)

- » Be sure to refer to the State Merit Rules for more detailed information relative to the State's policies for annual and sick leave.
 - > Excerpts have only been included in the *Manual*.

Compensated Absences (Continued)

» The pay rate in effect at June 30 includes the following pay increases:

- General pay increases that the General Assembly authorized to be paid on July 1.
- Individual employees pay increases (such as merit or promotional increases) with June effective dates to be paid in July or later in the new fiscal year.

» Annual Leave:

- Employees accrue annual leave for each month depending on the number of years they have been employed with the State.

If payroll is split funded, compensated absences must be split funded when reported.

Reference:

http://accounting.delaware.gov/infoforgov/fy2015_gaap_reporting_package.pdf

Compensated Absences (Continued)

» Sick Leave

Employees accrue sick leave for each month at a rate of 9.5 hours (37.5 hour schedule) or 10 hour (40 hour schedule).

Please refer to: GAAP Reporting Package Manual found in:

http://accounting.delaware.gov/infoforgov/fy2015_gaap_reporting_package.pdf

Compensated Absences (Continued)

- » Each organization may have unique situations (e.g. Grandfather clauses, union contracts, etc.) relative to the calculation of compensated absences.
 - > These take precedence over the State's Merit Rules.
- » Form G-3 and 4, are to be used to calculate the value of an employee's accumulated unused annual leave and accumulated unused sick leave.
- » *Data "Will Not" be entered into GMEN. Data should be submitted to DOA preferably on excel worksheets.*

Section H – Projects

Construction Work-in-Progress

Software Work-in-Process



Projects

- » Construction-work-in-progress (CWIP)
 - > The cost associated with the construction of an asset that will be capitalized upon completion.

- » Computer-software-in-progress (CSIP)
 - > The costs associated with the purchase or application development phase of the software development that is in progress and will be capitalized upon completion

Chapter 13 of the State's Budget and Accounting Manual provides detailed information on the requirements of tracking CWIP and CSIP

As projects progress, expenditures from all vendors involved in a project are accumulated in CWIP/CSIP

Projects (Continued)

- Please refer to the *State's Budget and Accounting Manual Chapter 13* for more detailed information on the State's capitalization policy.
- Using the Project Costing Module is strongly encouraged to track expenditures associated with CWIP/CSIP.

Projects (Continued) -CWIP

- Report CWIP if the total cost of a project is \$100,000 or more, is not complete by 06/30 and meets the criteria to be capitalized at completion.
- Review all construction project to determine if construction work in progress needs to be reported based on the completed cost of the asset and determine the appropriate GAAP fund.
- Review the State Budget and Accounting Policy Manual, Chapter 13, Section 13.10 for further requirements and costs that are included/excluded from CWIP
- Report CSIP if the costs associated with the application development phase is estimated to be \$1,000,000 or greater.
- Review all purchased or internally developed software to determine if computer software in process needs to be reported based on the completed cost of the asset and determine the appropriated GAAP fund.
- Review the State Budget and Accounting Policy Manual, Chapter 13, Section 13.10 for further requirements and costs that are included/excluded from CSIP.

Using the Project Costing Module is strongly encouraged to track expenditures associated with CWIP/CSIP

Projects (Continued) - CWIP

- » Prepare Form H-3A by performing the following:
 - > Report the proper GAAP Fund for each project
 - > Report the project name (separate and identify by name, such as the building name, each project that will be capitalized as a separate asset).
 - > The beginning value of CWIP will be carried over from the prior year. Please note that this amount is the ending balance as reported in your prior year GAAP reporting package. (Verify with the prior year GMEN balance)

Projects – (Continued) - CWIP

- If the beginning value is incorrect, report the amount that is needed to correct the beginning value. Depending on whether the beginning value of CWIP needs to be increased or decreased, enter the amount as a positive or negative number.
- An explanation is required in the Explanation of Adjustments section of the form if an amount is reported in the adjustment column. A reconciliation showing why the amounts are different should be documented. Detailed records need to be kept to support any changes.

Projects (Continued) - CWIP

- Report the current year construction expenses (i.e. additions).
- Report the value of the completed project(s) (i.e. deletions).
 - This column represents projects that are considered substantially complete and ready for its intended purpose at June 30 and therefore should be deleted from CWIP. Enter the amount as a negative number.
- Ensure the ending value of CWIP at June 30 CY and the total are correct.

Construction Work-in-Progress

Form H-3A

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Construction Work in Progress

New Window Help Customize Page

CWIP (H-3A)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

Customize | Find | First 1-3 of 3 Last

GAAP Fund	Project Name	Beginning Value of CWIP (Balance at 6/30 PY)	Adjustments to Beginning Value of CWIP	Explanation of Adjustments	Current Year Expenses (Additions)	Value of Projects Completed (Deletions)	Ending Value of CWIP as of 6/30 CY
300	PROJECT	0			15000000		15000000
300	PROJECT 2	0	1200000	PY Audit Adjustment	45000000		46200000
300	PROJECT 3	0			10000000	-2500000	7500000

Totals 68700000

Save

Complete

Cancel

Add

Projects (Continued) - CSIP

- » Prepare Form H-3B, by GAAP fund, by performing the following:
 - Report the proper GAAP Fund for each project
 - Report the project name (separate and identify by name each project that will be capitalized as a separate asset)
 - The beginning value of CSIP will be carried over from the prior year. Please note that this amount is the ending balance as reported in your prior year GAAP reporting package. (Verify with the prior year GMEN balance)



Projects (Continued) - CSIP

- If the beginning value is incorrect, report the amount needed to correct the beginning value. Depending on whether the beginning value of CSIP needs to be increased or decreased, enter the amount as a positive or negative number
- An explanation is required in the Explanation of Adjustments section of the form if an amount is reported in the adjustment column. A reconciliation showing why the amounts are different should be documented. Detailed records need to be kept to support any changes.
- Report the current year costs that can be capitalized associated with the software (i.e. additions)
- Do not include funds that have been encumbered and not yet expended.



Projects (Continued) - CSIP

- Report the value of the completed software project(s) (i.e. deletions)
- This column represents projects that are considered substantially complete and ready for its intended purpose as of June 30 and therefore should be deleted from CSIP. Enter the amount as a negative number.
- Ensure the ending value of CSIP at June 30 CY and total are correct.



Computer Software in Progress

Form H-3B

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Computer Software in Process

New Window Help Customize Page

CSIP (H-3B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

Customize Find 1-2 of 2							
GAAP Fund	Project Name	Beginning Value of CSIP (Balance at 6/30 PY)	Adjustments to Beginning Value of CSIP	Explanation of Adjustments	Current Year Expenses (Additions)	Value of Projects Completed (Deletions)	Ending Value of CSIP as of 6/30 CY
100	PROJECT 4	0			1200000000		1200000000
100	PROJECT 5	0	-500000	PY Ineligible Expense	2500000	-2000000	0

Totals 1200000000

Save

Complete

Cancel

Add

Activity Summary Sections



Activity Summary – Section A

- » The purpose of this section is to report the monies earned (your revenue) and the monies you spent (your expenses) outside of FSF. The objective in gathering this information is to report your Organization's financial activity outside of FSF for the fiscal year.
- Please note that the only account activity to be reported in this section is for GAAP funds 100 through 845 for activity outside of FSF.
- All changes in investments, receivables and payables from year to year are the result of revenues and expenses.

Activity Summary – Section A (Continued)

- » Prepare Form A-12A, by GAAP fund, by performing the following:
 - > Report the revenues received from charges for services
 - > Report the revenues received from grants
 - > Report earnings from interest received from bank or investment accounts
 - > Add the 3 columns to determine the total revenues for the fiscal year.
 - > Report the total expenditures (Disbursements) made during the fiscal year

Activity Summary Form A-12A

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Activity Summary A12A



Act Smry A (A-12A)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

NOTE: This form summarizes the monies earned (revenues) and the monies spent (expenses) outside of FSF, by GAAP fund (for GAAP Funds 100 through 845 only). Please be sure as to not report activity that has been processed through FSF.

Customize Find First 1 of 1 Last					
Fund Code	Charges for Services	Grant Revenues	Interest Earnings	Total Revenues	Total Expenditures
100	500000	650000	2500000	3650000	355000

Save

Complete

Cancel

Return to Search

Activity Summary – Section B (Continued)

- » The purpose of this section is to report the monies earned (your revenue) and the monies you spent (your expenses) outside of FSF. The objective in gathering this information is to report your Organization's financial activity outside of FSF for the fiscal year.
 - > Complete this section for GAAP funds 855 through 890 activities only.
 - > In preparation of Form A-12B, ensure that you are taking the sum of the amounts for Agency funds 855 through 890 only. The form is not prepared on an individual Agency fund basis.

Activity Summary – Section B (Continued)

- Prepare Form A-12B by performing the following for each Account Type (i.e. Cash and Equivalents; Investments; Accounts Receivable; and Accounts Payable; as follows:
 - Review your prior year ending balance (this will be the beginning balance)

(Please note that the prior year information should be carried over from your prior year GAAP reporting package. Verify this information to GMEN).



Activity Summary – Section B (Continued)

- Report the total gross additions (receipts) collected for the current fiscal year for each “Account Type”
- Report the total gross deductions (disbursements) for the current fiscal year for each “Account Type”
- Verify the totals in the ending balance column and ensure the sum of the Cash and Cash Equivalents, Investments and Accounts Receivable equal the Accounts Payable (report as a negative number so the sum of all four types equals zero).

Activity Summary – Section B (Continued)

- ☐ The ending balances on Form A-12B for:
 - ☐ Cash and Cash Equivalents should agree to the amount as reported on Form A-4/4B (Book Balances) for Agency funds 855 through 890.
 - ☐ Investments should agree to the amount as reported on Form A-6 (Market Value) for Agency funds 855 through 890.



Activity Summary – Section B (Continued)

- ✓ Accounts Receivable should agree to the sum of the following:
 - ✓ Total Net Receivables at 6/30/15 on Form B-3A/4C (Accounts Receivable) for agency funds 855 through 890.
 - ✓ The current year ending balance for the Accounts Payable should agree to the sum of the current year ending balances of the following:
 - ✓ Cash and Cash Equivalents
 - ✓ Investments
 - ✓ Accounts Receivable

Activity Summary Form A-12B

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Activity Summary A12B

 New

Act Smry B (A-12B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton


☒ Component Completed

Primary Contact:

Phone Number:

NOTE: This form summarizes the monies earned (revenues) and the monies spent (expenses) outside of FSF, by GAAP fund (for GAAP funds 855 through 890 only). In preparation of Form A-12B, ensure that you are taking the sum of the amounts for GAAP funds 855 through 890 only. In addition, do not report activity that has been processed through FSF. The form is not to be prepared on an individual GAAP fund basis.


Please ensure that this Summary page is in balance prior to completion of your GAAP reporting package.

Customize Find  First 1-4 of 4 Last				
Account Type	Beginning Balance (Balance at June 30, PY)	Total Additions	Total Deductions	Total Outstanding Balance
Cash and Cash Equivalents		1650000	1200000	450000
Investments		50000		50000
Accounts Receivable				
Accounts Payable		2150000	1200000	950000

Save

Complete

Cancel

 Return to Search

Summary of Financial Data



Summary of Financial Data

- » The purpose of this section is to summarize your Organization's financial data as reported in your GAAP reporting package. The objective in gathering this information is to accurately present your financial data as of June 30, 2015.
- » Review all of the summary pages used in the preparation of your GAAP reporting package.
- » For Cash and Cash Equivalent, it is the amount as indicated on Form A-4B Reconciled Book Balance

Summary of Financial Data (Continued)

- For Investments, it is the amount as indicated on Form A-6 Market Value
- For Accounts Receivable, it is the amount as indicated on Form B-4A/4C Net Receivables
- For Accounts Payable Dir Claim & Other Pay for Sal, it is the amount as indicated on Form C-4A Against Direct Claim plus Overtime Earned, Termination Pay Earned and Other
- For Accounts Payable Purchase Order, it is the amount as indicated on Form C- 4A Against Purchase Order

Summary of Financial Data (Continued)

- For Inventory, it is the amount as indicated on Form D-4 Inventory
- For Construction Work in Progress, it is the amount as indicated on Form H-3A Ending Value of CWIP



Summary of Financial Data (Continued)

- For Computer Software in Process, it is the amount as indicated on Form H-3B Ending Value of CSIP
- ❖ The Summary of Financial Data forms are automatically generated in GMEN, however your information as reported on the forms will need to be compared to GMEN for verification and accuracy of your data entry.



Summary of Financial Data

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Summary of Financial Data

De Gaap Fin Sum Pg

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Completed by: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

Find | View All First 1 of 9 Last

GAAP Fund 100

Cash and Cash Equivalents	
Investments	
Accounts Receivable	
Accounts Receivable Due From Other State Agencies or Funds	
Accounts Payable Direct Claim and Other Pay for Salaries	62000
Accounts Payable Purchase Order	
Accounts Payable Due to Other State Agencies or Funds	
Inventory	1200000
Grants Receivable	
Grant Advances	
Leases	
Annual Leave	
Sick Leave	
Construction Work in Progress	
Computer Software in Process	1200000000

Save

Cancel

By Clicking on the Complete button below, you certify that all the information has been reported and to the best of your knowledge, all of the information is accurate and complete.

Complete

Activity Summary Form A-12B

Favorites Main Menu > DE Application Components > Delaware Components > GAAP Package > Activity Summary A12B

 New

Act Smry B (A-12B)

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Created By: Johnson,Robert Clifton


☒ Component Completed

Primary Contact:

Phone Number:

NOTE: This form summarizes the monies earned (revenues) and the monies spent (expenses) outside of FSF, by GAAP fund (for GAAP funds 855 through 890 only). In preparation of Form A-12B, ensure that you are taking the sum of the amounts for GAAP funds 855 through 890 only. In addition, do not report activity that has been processed through FSF. The form is not to be prepared on an individual GAAP fund basis.


Please ensure that this Summary page is in balance prior to completion of your GAAP reporting package.

Customize Find  First 1-4 of 4 Last				
Account Type	Beginning Balance (Balance at June 30, PY)	Total Additions	Total Deductions	Total Outstanding Balance
Cash and Cash Equivalents		1650000	1200000	450000
Investments		50000		50000
Accounts Receivable				
Accounts Payable		2150000	1200000	950000

Save

Complete

Cancel

 Return to Search

Summary of Financial Data (continued)

Favorites | Main Menu > DE Application Components > Delaware Components > GAAP Package > Summary of Financial Data

De Gaap Fin Sum Pg

Agency: Accounting

Department: 250501

Fiscal Year: 2015

Completed by: Johnson,Robert Clifton

☐ Not Applicable

☒ Component Completed

Primary Contact:

Phone Number:

Find | View All First 2 of 9 Last

GAAP Fund 225

Cash and Cash Equivalents	
Investments	
Accounts Receivable	750000
Accounts Receivable Due From Other State Agencies or Funds	
Accounts Payable Direct Claim and Other Pay for Salaries	1000
Accounts Payable Purchase Order	65000
Accounts Payable Due to Other State Agencies or Funds	
Inventory	
Grants Receivable	
Grant Advances	
Leases	
Annual Leave	
Sick Leave	
Construction Work in Progress	
Computer Software in Process	

Save

Cancel

By Clicking on the Complete button below, you certify that all the information has been reported and to the best of your knowledge, all of the information is accurate and complete.

Complete

Summary of Financial Data (continued)

[Favorites](#) | [Main Menu](#) > [DE Application Components](#) > [Delaware Components](#) > [GAAP Package](#) > [Summary of Financial Data](#)

De Gaap Fin Sum Pg

Agency: Accounting

Department: 250501

Fiscal Year: 2015

☐ Not Applicable

Completed by: Johnson,Robert Clifton

☒ Component Completed

Primary Contact:

Phone Number:

[Find](#) | [View All](#) [First](#)  9 of 9  [Last](#)

GAAP Fund 890


Accounts Payable Direct Claim and Other Pay for Salaries	950000
Accounts Payable Due to Other State Agencies or Funds	
Accounts Payable Purchase Order	
Accounts Receivable	
Accounts Receivable Due From Other State Agencies or Funds	
Annual Leave	
Cash and Cash Equivalents	450000
Computer Software in Process	
Construction Work in Progress	
Grant Advances	
Grants Receivable	
Inventory	
Investments	50000
Leases	
Sick Leave	

[Save](#)

[Cancel](#)

By Clicking on the Complete button below, you certify that all the information has been reported and to the best of your knowledge, all of the information is accurate and complete.

[Complete](#)

 [Return to Search](#)

GAAP REPORTING PACKAGE CHECKLIST & ORGANIZATIONAL LETTER OF REPRESENTATION

- » Complete the GAAP Reporting Package Checklist (Appendix 1), sign, date and return to DOA along with the Organization Letter of Representation which will be sent in a DOA Memo in July 2015. Both must be returned upon the completion of your GAAP Package but not later than **August 14, 2015.**





© www.shambulin.ru

Questions and/or Comments

Main Contacts Information

Karen Smalls
State Accountant V
Department of Finance,
Division of Accounting
Phone: (302) 672-5505
Email:
Karen.Smalls@state.de.us

Robert C. Johnson
State Accountant V
Department of Finance,
Division of Accounting
Phone: (302) 672-5511
Email:
Robert.CJohnson@state.de.us